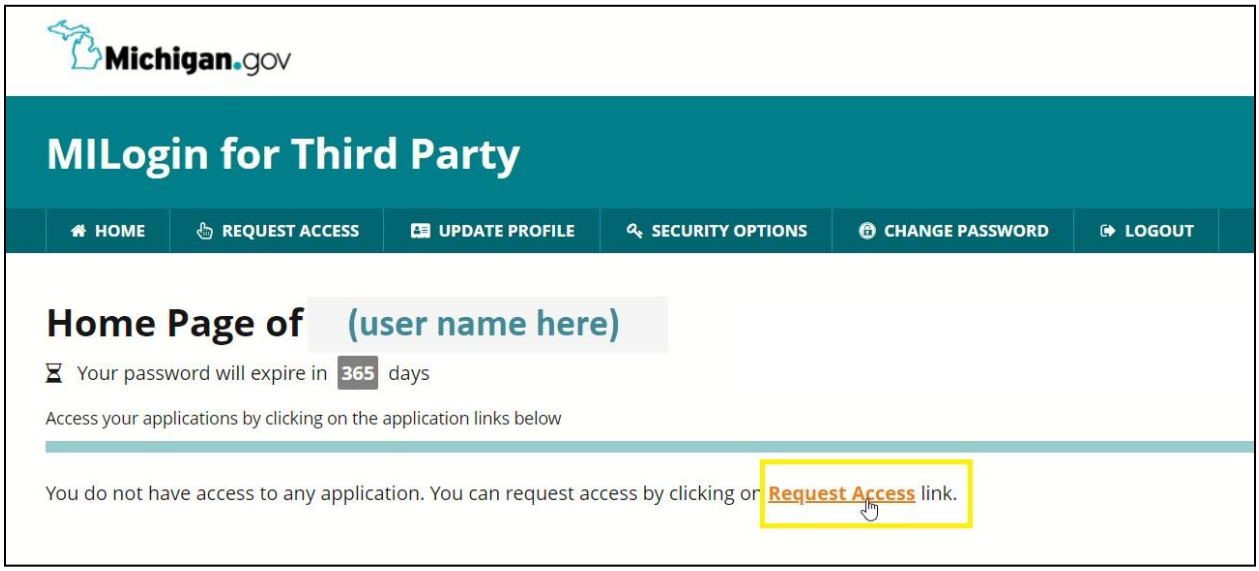
MKN LRP FILE TRANSFER APPLICATION SYSTEM ACCESS: Instructions – Steps With Examples

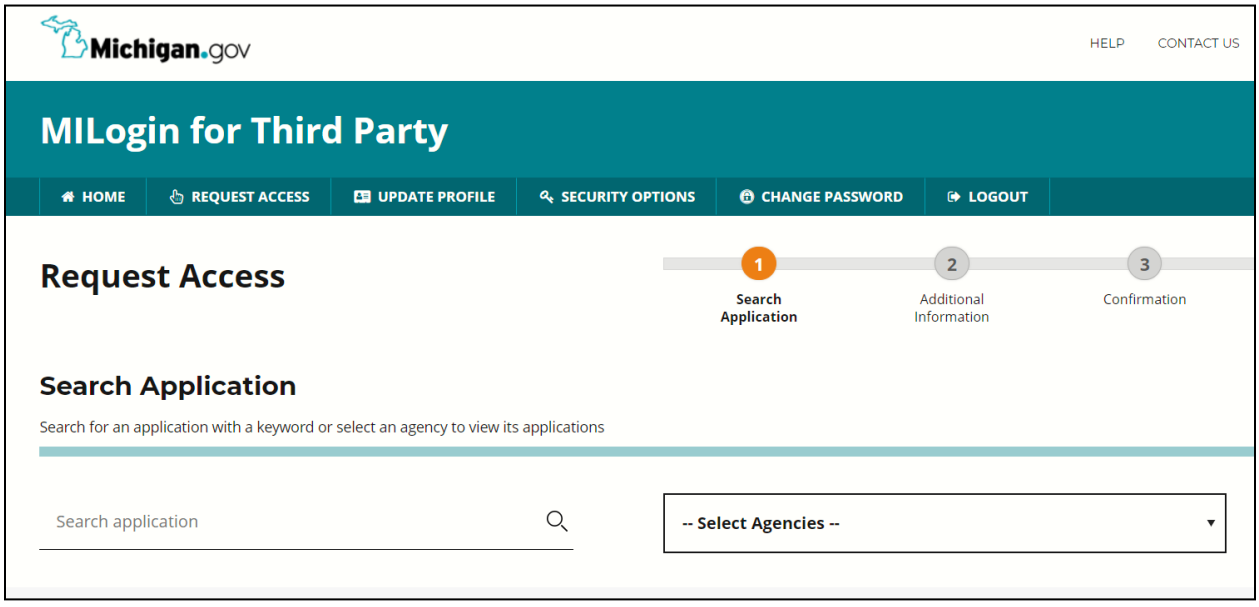
In order to access the File Transfer Application system and submit your application materials, please follow the steps below:

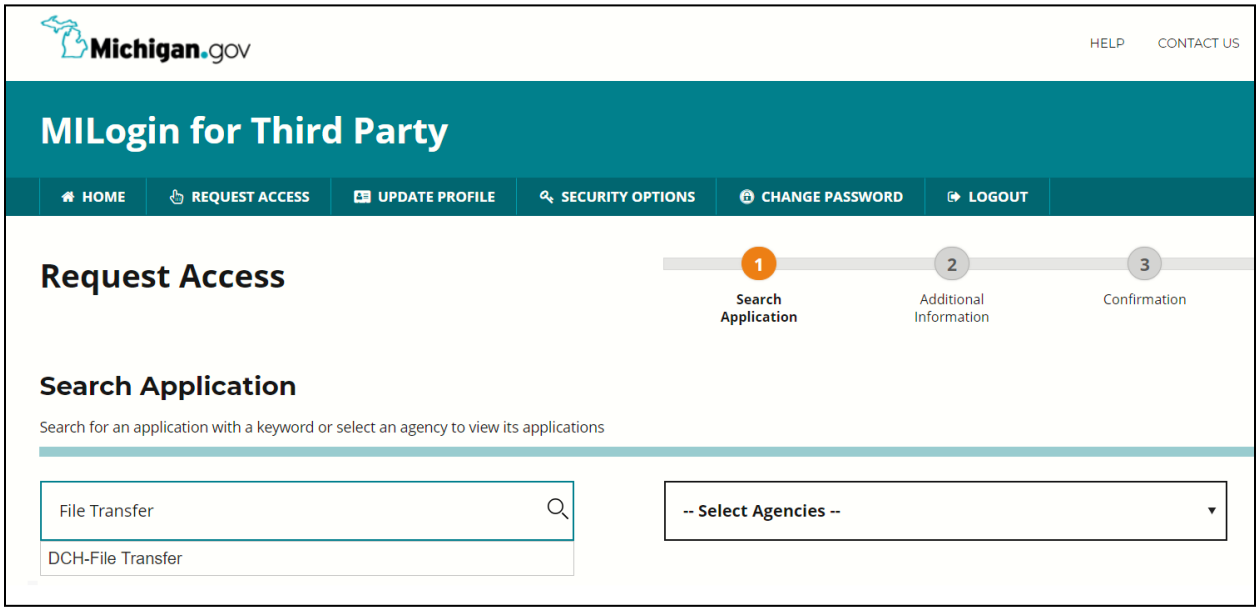
1. Create an account with the State of Michigan MILogin system using following link: https://milogintp.michigan.gov

2. Once an account is created, select the option **"Request Access"** (highlighted below).

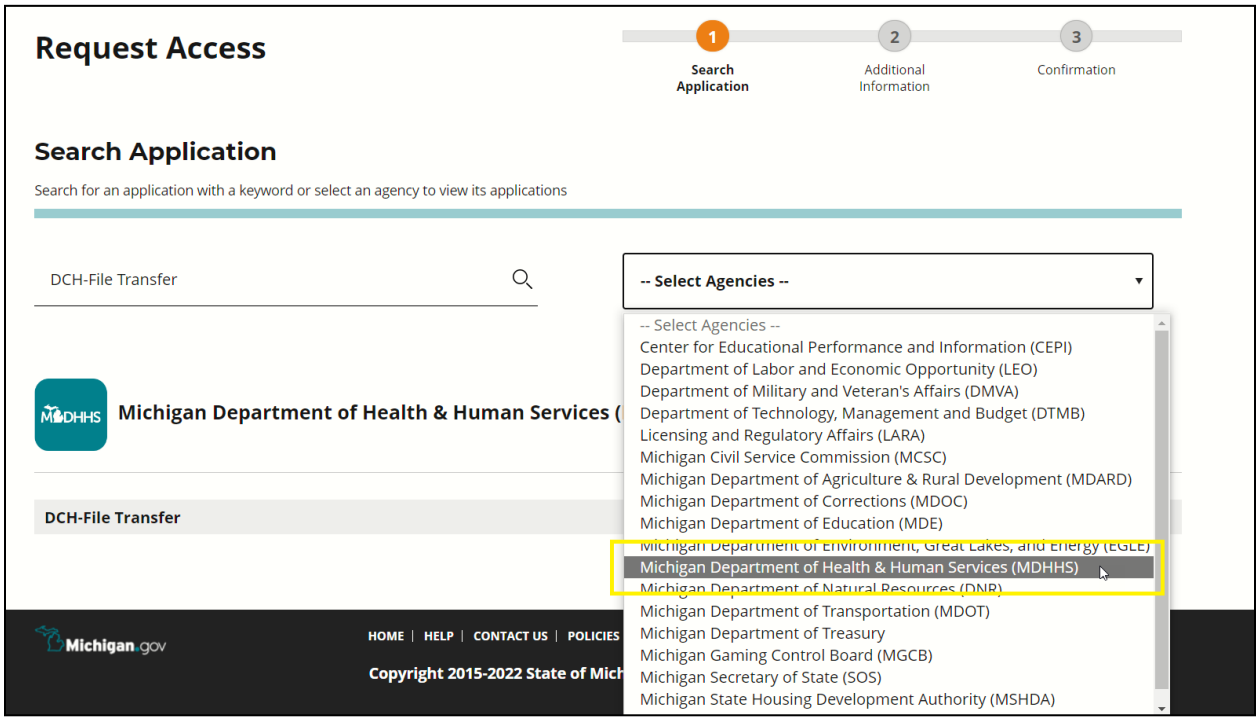


3. In the "Search Application" field, enter **"File Transfer"**. Upon entering this in the blank field, the **DHC-File Transfer** option will appear below.

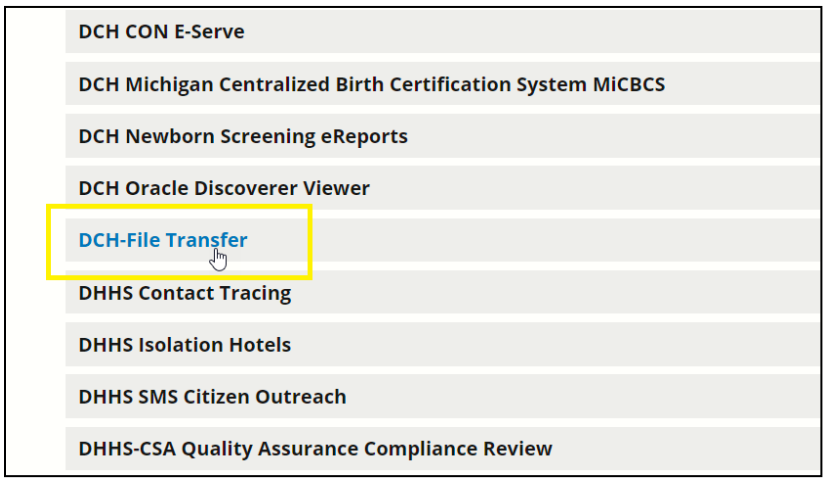




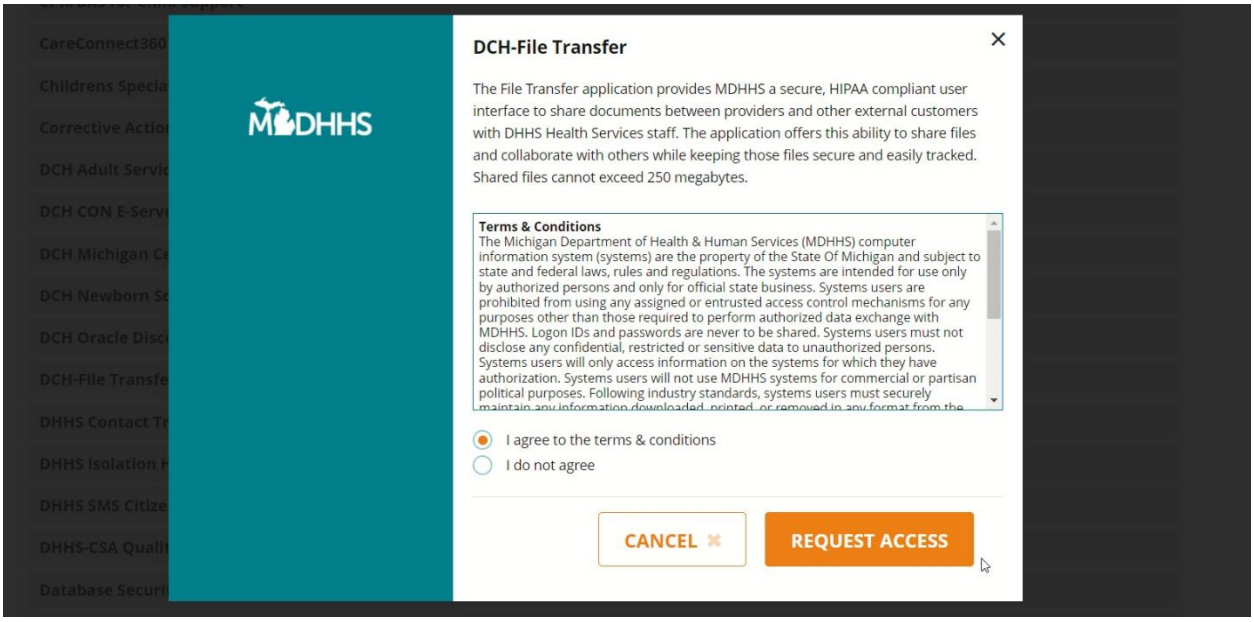
4. Select the **DHC-File Transfer** option. To the right, under the **– Select Agencies –** dropdown window, select **"Michigan Department of Health & Human Services (MDHHS)"**.



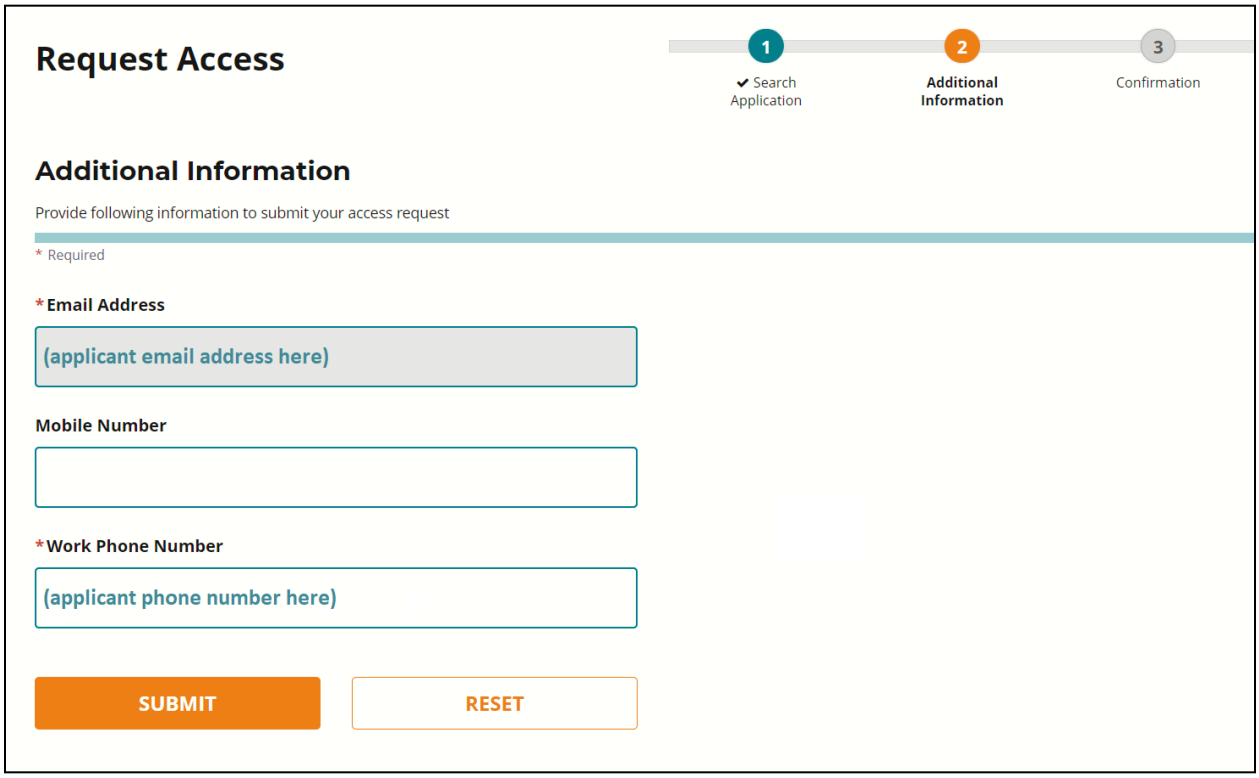
5. From there, a list of access areas will appear below. Select **"DHC-File Transfer"** from this list.



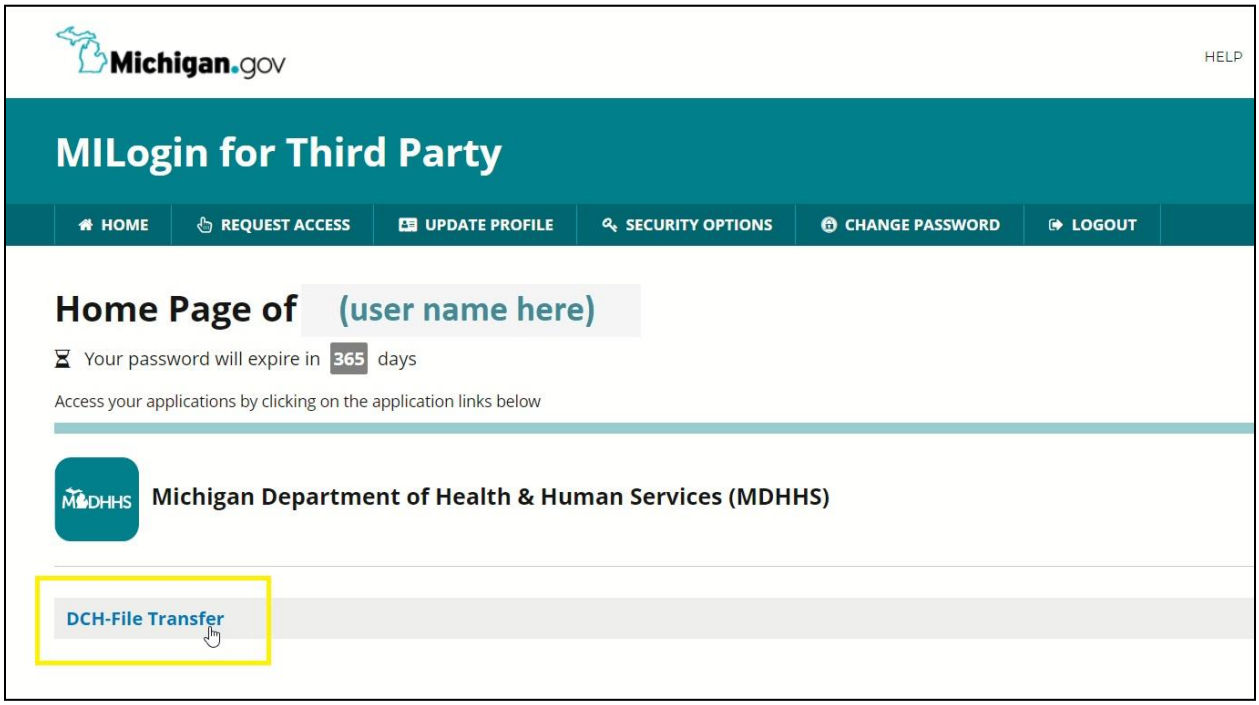
6. From the pop-up window, review the terms and conditions. From there, select **"Request Access"**.



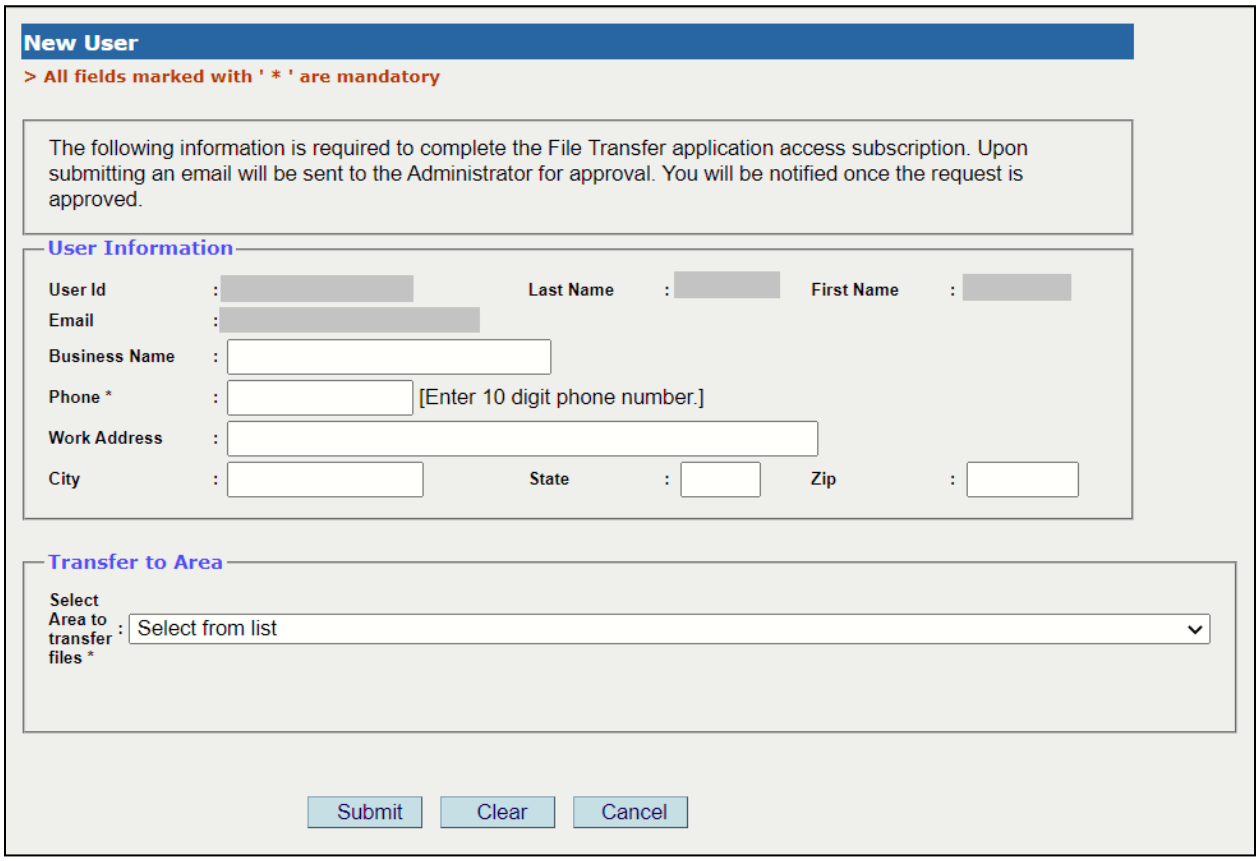
7. In the new window (below), ensure all correct information is present. Then select **"Submit"**.



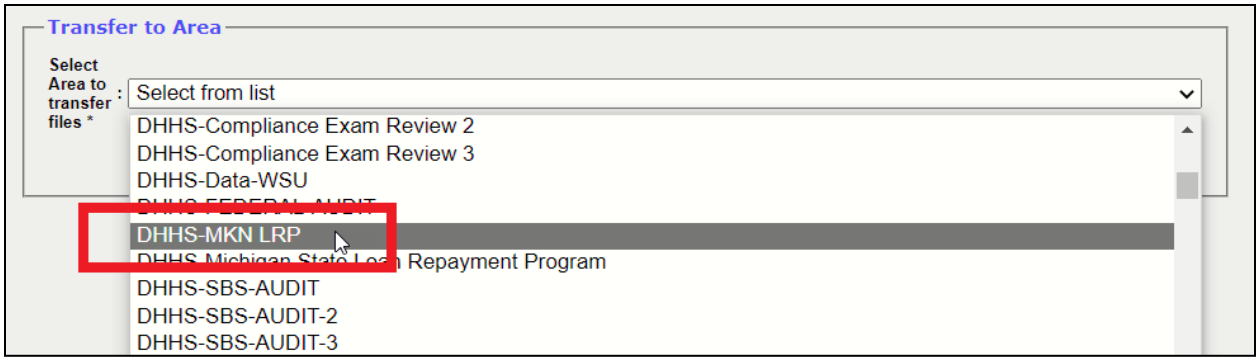
8. Once you return to the MILogin Homepage and you have been granted access, you will see the **DHC-File Transfer**. Select this link.



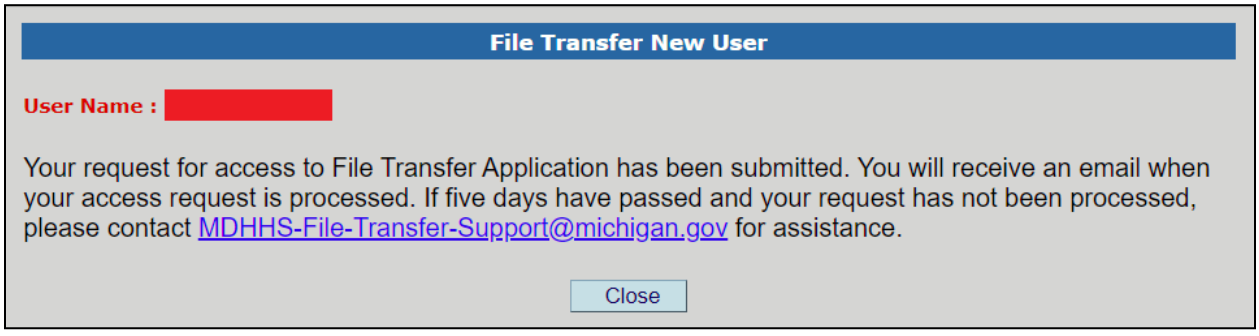
9. After selecting the above link, you will be taken to a new window. First, ensure your present information is correct.
Next, enter in your remaining information in the blanks (see below).



10. Once all information is complete, move on to the **Transfer to Area** section below. From the **Select Area to transfer files*** dropdown window, select **"DHHS_MKN LRP"** (highlighted in red below). Then, at the bottom of the page, select the "Submit" button.



11. Once your information has been submitted correctly, you will see the window below. As stated in the below window, you will receive an email when your access request is processed.



PLEASE NOTE

If you are still experiencing difficulty in trying to access the File Transfer Application System, please contact the **File Transfer Support Team** as they are best equipped to deal with technical system issues. They can be contacted at DCH-File-Transfer-Support@michigan.gov.